



Date: June 7, 2006

**RE: AMENDMENT No. 1 –07 06
to PREDESIGN MANUAL – 3rd Edition dated January 2005**

1. PURPOSE:

A. Minnesota Statutes §16B.335, Subdivision 3(c) requires:

(c) A recipient to whom an appropriation is made for a project subject to review under subdivision 1 or notice under subdivision 2 shall prepare a predesign package and submit it to the commissioner for review and recommendation before proceeding with design activities.

B. Effective June 7, 2006, the Commissioner of Administration has delegated authority to the State Architect's Office, Gordon Christofferson, to review and respond to predesign submittals.

2. PREDESIGN MANUAL CHANGE

A. Revise Appendix U – *Sample Predesign Submittal Cover Letter* to be per the attached. Include the above statute paragraph in Appendix C of the Predesign Manual.

3. SUBMITTAL REQUIREMENT

A. Use the revised *Sample Predesign Submittal Cover Letter* when making a predesign submittal.

LETTERHEAD

of Agency or Organization

[insert date]

Gordon Christofferson **[or insert name of current person with delegated authority]**,
Statewide Predesign Program Director
State Architect's Office
Centennial Office Building Room 301
658 Cedar Street
St. Paul, MN 55155 - 1625

Dear Mr. Christofferson **[or insert name of current person with delegated authority]**,

RE: Predesign Submittal for **[insert "a new"]** or **["the remodeling of"]** **[insert name]**
building and location

In accordance with Minnesota Statutes §16B.335, Subdivision 3, enclosed you will find the Predesign submittal document for the **[insert name of project, building & location]**. This predesign outlines the **[insert name of agency/political subdivision]** 's capital budget request for the **[insert year]** state legislative session.

This project consists of the **[new construction of]** or **[remodeling of]** **[insert number of square feet]** of space to support **[insert operational plan/goal]**. This proposal seeks **[insert "full funding"]** or **["matching funds"]** in the amount of **[insert amount]**.

Sincerely,

[insert Agency Commissioner's Name]
[or head of political subdivision]

Enclosure

c: **[copies to: insert names]**